



# Mobile Phone Policy



<b>Approved by:</b>	<b>Neil Gage</b>	<b>Date: 1<sup>st</sup> September 2025</b>
<b>Last reviewed on:</b>	<b>1<sup>st</sup> August 2025</b>	
<b>Next review due by:</b>	<b>1<sup>st</sup> August 2026</b>	

*This policy forms part of the school's safeguarding framework and should be read alongside all related policies and addendums.*

## **1. Statement of Intent**



Dovecote School recognises the importance of maintaining a safe, focused, and supportive learning environment. The use of mobile phones and personal electronic devices presents both opportunities and risks, particularly in relation to safeguarding, behaviour, and wellbeing.

This policy sets out clear expectations for the use of mobile phones by pupils, staff, and visitors to ensure:

- The safety and wellbeing of all members of the school community
- Protection from online harm, bullying, and misuse
- Minimal disruption to teaching and learning

This policy should be read in conjunction with the Mobile Phone Usage (3CX) Addendum.

## 2. Pupil Use of Mobile Phones

Pupils are not permitted to use mobile phones during the school day unless explicitly authorised by a member of staff for a specific educational purpose.

The school operates the following procedures:

- Mobile phones must be **handed in on arrival / stored securely**
- Phones must remain **switched off and out of sight** during the school day
- Pupils may only access phones under **direct staff supervision**

Any pupil found using a mobile phone without permission will have the device confiscated and returned in line with the school's Behaviour Policy.

## 3. Safeguarding and Acceptable Use

The misuse of mobile phones is taken seriously, particularly where it relates to safeguarding.

Prohibited use includes:

- Taking photographs or videos without permission
- Sharing images or content of pupils or staff
- Accessing inappropriate or harmful content
- Engaging in bullying, harassment, or online abuse



Any concerns regarding mobile phone use will be dealt with in line with the:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy

Serious incidents may result in sanctions and/or referral to external agencies.

#### **4. Use in Exceptional Circumstances**

The school recognises that some pupils, particularly those with SEND, may require access to a device as part of their support.

In such cases:

- Use will be agreed in advance with the Headteacher or SENCO
- Clear boundaries and supervision arrangements will be put in place
- Use will be documented as part of individual support plans (e.g. EHCP / risk assessment)

#### **5. Staff Use of Mobile Phones**

Staff use of mobile phones is governed by the **Staff ICT and Electronic Devices Policy**.

In summary:

- Staff must not use personal devices to communicate with pupils or parents
- School devices should be used for all work-related communication
- Staff must model appropriate and professional use at all times

Due to poor mobile reception across the school site, staff are permitted to use personal mobile phones where the 3CX communication application has been installed by the IT department. This is to support internal communication across the site. All use must remain professional, safeguarding-compliant, and in line with the Staff Code of Conduct. Personal devices must not be used for photography, storing pupil data, or direct communication with pupils.

#### **6. Visitors and Parents**



Visitors and parents are expected to:

- Refrain from using mobile phones in classrooms or around pupils
- Not take photographs or videos on site without permission

Any concerns will be addressed by school staff.

- **7. Monitoring and Compliance**

The school will monitor the implementation of this policy and review it annually.

Breaches of this policy will be managed in accordance with the Behaviour and Safeguarding policies.

**Next Review:** 01/08/2026